

MINUTES
Departmental Meeting
Wednesday, April 11, 2012, 2:00 p.m.
129 AGLS

1. 2:00 – 2:10 Welcome/Announcements/Bus Recognition Elliot
- Busses were presented as follows:
Alvis to Moore
Boggus to Briers
Rayfield to 242
Lawrence to Wooten
Kalundu to Edney
- Refer to Elliot notes ([Attachment A](#)):
Thanks to everyone who helped with a very successful awards reception on March 30th. We had over 200 in attendance.
- Congratulations to the 2012 Superior Service Award recipients. A formal recognition will occur later in the Spring.
- Congratulations to Dr. Larke for being awarded the Outstanding Contribution to Agricultural Education on behalf of the national Teach Ag Campaign and the National FFA Organization.
- Congratulations to Lauren Lewis and Kate Wooten for their placings at the recent Student Research Week.
- Summer Odom announced two students who received recent attention in the news. Emily Huskinson for her new business which makes ring wraps for Aggie rings and Sean Fiorella who was selected as the Most Outstanding Outfit Commander of the Corps.
- Departmental summer meetings are June 11 and August 13. 18/22 faculty are on 12 month funding. 3 are on 11 month funding. Dr. Elliot reminded everyone that it is their obligation to the Department and our students to keep their calendars up to date and inform the staff person they work with of their whereabouts if not in their office this summer. Bill showed where the meeting minutes are located on the intranet site.
- The citations listed under publications/presentations has doubled since this time last year.
2. 2:10 – 2:15 Awards Reception/Building Updates King
- Awards reception was a huge success. We have already reserved the site for next year, April 12, 2013.
- Deliveries cannot be made to the front of the building.

Reminder of building times: 7:00 a.m. M-F doors open. 9:30 p.m. doors lock. Elevators shut down at 6:00 p.m.

Sound proofing has been completed in 131.

3. 2:15 – 2:20 Alternative Teaching Credit Rutherford
Moved to faculty section of meeting.
4. 2:20 – 2:25 AGCJ Position Update Wingenbach
Two out of the three candidates have been interviewed. The third candidate will be here on Wednesday night. The Search Committee will meet at lunch on Friday to prepare a recommendation to the Department Head. Dr. Wingenbach thanked the Search Committee and Debbie King for their work. Dr Wingenbach expressed concern over conversation between faculty and candidates that was negative. He also expressed concern over the lack of faculty attendance at the last two interviews.
5. 2:25 – 2:30 Faculty-led Study Abroad Call for Proposals Elliot
Study Abroads for Greece and Honduras have been cancelled for 2012.

The deadline for submission of proposals to teach outside the U.S. in Summer 2013 is 5:00 p.m. on May 1, 2012. For additional information contact Samantha Alvis or Tracy Rutherford. Study abroads for Namibia and Honduras are already being worked on.

The first orientation session for the Guatemala and Namibia Study Abroad Programs will be April 11th at 4:00 in this room.

Jonathan Howell has been selected to receive an HIE travel grant for the study abroad to Brazil with Dr. Alvin Larke, Jr.
6. 2:30 – 2:35 AGCJ Advisor Position Update Lockett
Committee is waiting on approval to post. Once that happens applications will be solicited. Plans are to have the new advisor in place by this summer so that they can help with student conferences.
7. 2:35 – 2:40 Study Abroad Updates and 2013 planning Alvis/Rutherford
See #5.
8. 2:40 – 2:45 Summer Insurance Benefits for Less-Than 12 Month Employees Gunnels/Stroud
Kenny distributed a letter from last year concerning insurance premiums for the summer (**Attachment B**). He said that employees on less than a 12 month contract should receive a letter with the 2012 information very shortly.
9. 2:45 – 2:50 AGSS Leggette/Andrews

Kevin Andrews congratulated Annie Specht for her role in the Student Research Week activities. Over 500 entries were posted.

Anthony Pannone was one of four students awarded the Margaret Rudder Community Service Award.

This Friday at 1:00 AGSS will hold a practice presentation on anyone planning for upcoming conference presentations. Email Holly Leggette for additional information. Monday at Noon will be a photography presentation by Dr. Tracy Rutherford. Everyone is welcome to attend. It will be in the Tom Curl Room. The following Monday will be the AGSS Business meeting. Officer elections will be conducted.

10. 2:50 – 3:00 Concur Business Staff
Attachment C.

First and most important thing is to go in and setup up your profile. The second thing is to then set up and register your email with the Concur Receipt Store (see attachment for instructions).

For all trip authorizations, enter "0's" for the amount requested. Then in notes put how much you estimate the cost to be. This will save the amount being encumbered and possibly in the wrong account.

Kenny reminded faculty that quite a few have not picked up their new credit cards.

The question was asked about how graduate students would travel. Kenny said that they would need to complete the application for a DART card.

11. 3:00 – 3:30 Faculty Meeting Elliot

Travel Request Form Deadlines

Domestic (30 days prior to trip): e.g., travel June 1, 2012 due by May 1, 2012
International (60 days prior to trip): e.g., travel July 1, 2012 due by May 1, 2012

Upcoming Events

WRAAAE, Bellingham, WA, April 17-20, 2012
AAAE, May 15-18, 2012, Asheville, NC
AIAEE Bangkok, Thailand Conference May 21-27, 2012
NACTA, University of Wisconsin, River Falls, WI, June 26-29, 2012
ALE, Key West, FL, July 8-11, 2012

Future Departmental Meetings

May 14 – Dr. Hussey in attendance

June 11

August 13

ALEC: April 11, 2012

1. Thank you:
 - a. Parents Weekend - ALEC event March 30 AgriLife Center - **ALEC staff, students, student groups (and their advisers), faculty, etc.**
2. Congratulations:
 - a. **Organizational Development** 2012 Superior Service Award from AgriLife Extension
 - b. **Alvin Larke** Outstanding Contribution to Agricultural Education on behalf of the National Teach Ag Campaign and the National FFA Organization
 - c. **Debbie Prince** \$500 travel funds for AAAE meeting from Undergraduate Research Travel Award.
 - d. **Jessica Benson** \$500 travel funds for ALE meeting from Undergraduate Research Travel Award.
 - e. **Samantha Alvis** 3rd place photo in the People Category during 2011 International Education Week.
 - f. **Lauren Lewis** 1st place Student Research Week, Oral Competition in Psychology, Sociology, Anthropology, Business, Education, Political Science, Public Policy Category.
 - g. **Kate Wooten** 3rd place in the Student Research Week Outstanding Graduate Student Diversity Research in Psychology, Sociology, Anthropology, Business, Education, Political Science, Public Policy Category.
 - h. Awarded: Margaret Rudder Community Service Award, **Anthony Pannone**
 - i. **Summer Odom** and **Jen Williams** for being accepted and then participating in ADVANCE week program.
 - j. **Emily Huskinson** (ALED Major) <http://www.theeagle.com/local/Adding-a-special-sparkle--7031694>
 - k. **Sean Fiorella** (ALED Major) Most Outstanding Outfit Commander of the Corps (as voted on by many levels of the Corps, not just students). This is a huge honor!
 - l. **Kevin Andrews** elected to Graduate Student Council as Vice President for Information
3. Announcements
 - a. Study Abroad trips
 - i. Brazil (**Larke & Howell**) Maymester; Guatemala (**Moore, Lockett? & Wingenbach**) Summer I; Namibia (**Rutherford, Wingenbach, & Elliot**) - Summer II
 - b. The Department will meet this summer June 11 and August 13
 - i. 18/22 faculty are on 12 month funding
 - ii. 3 are on 11 month funding
 - c. eTravel/Concur - Implementation - April 4, 2012
 - d. **Billy McKim** attended the WERA 1010: Error Reduction in Rural and Agricultural Survey Experiments meeting
4. Publications/Presentations:
 - a. Saucier, P. R., & **McKim, B. R.** (2012). A Delphi Approach to the Preparation of Early-Career Agricultural Educators in the Curriculum Area of Agricultural Mechanics: Fully Qualified and Highly Motivated or Status Quo? *Journal of Agricultural Education*, 53(1), 136-149.
 - b. 2012 Western Region Agriculture Education Conference to be held April 17-20, Bellingham, Washington.
 - i. Lawver, R. G., **McKim, B. R.**, Smith, A. R., Aschenbrener, M., & Enns, K. (2012). Toward a framework for effective teaching in agricultural education: A multi-state factor-analytic and psychometric analysis of effective teaching.
 - ii. **Leggette, H. R., McKim, B. R., & Dunsford, D.** (2012). Effectiveness of using electronic self-assessment rubrics in a university core curriculum writing-intensive course.
 - iii. Saucier, P. R., **McKim, B. R.**, Muller, J. E., & Kingman, D. M. (2012). Assessing performance and consequence competence in a technology-based professional development for agricultural science teachers: An evaluation of the Lincoln Electric welding technology workshop.
 - iv. **Specht, A., McKim, B. R., & Cummings, S. R.** (2012). A mixed-mode survey of media channels and public opinion: Perceptions of agriculture and "the swine flu."
 - v. Saucier, P. R., **McKim, B. R.**, & Stair, K. (2012). Meeting the professional development needs of New Mexico school-based agricultural educators: A focus on management of the agricultural mechanics laboratory. Research poster.
 - vi. Saucier, P. R., & **McKim, B. R.** (2012). Evaluating industry sponsored professional development education: A focus on the Lincoln Electric welding technology workshop. Research poster.
 - vii. Saucier, P. R., **McKim, B. R.**, & **Edney, K.** (2012). Integrating science, technology, engineering, and mathematics (STEM) competencies into the Texas agricultural mechanics curriculum: A professional development model for school-based agricultural educators. Innovative poster.
 - viii. **Black, C., Leggette, H. R., Prince, D., Lawrence, S., & McKim, B.R.** (2012). Integrating experiential learning into a semester-long course: A high-impact field experience. Innovative poster.

- c. 2012 NAERC Conference
 - i. **McKim, B., Black, C., Leggette, H., Prince, D., & Lawrence, S.** An Intrinsic Case Study of a Post-Secondary High-Impact Field Experience: Understanding Experiential Learning on the Road to the National FFA Convention.
 - ii. Using Second Life in Experiential Learning to Promote Intercultural Diversity. **Rutherford, T., Wingenbach, G., & Andrews, K.** 2012 AAAE Poster Session.
 - iii. Creation of an Online Database to Aid in the Identification and Selection of Outside Members of the Graduate Committee. **Andrews, K., Carlson, P., Grube, B., Perrot, J., & Specht, A.** 2012 AAAE Poster Session.
 - iv. **Hanagriff, R., Rayfield, J., Briers, G., Murphy, T. & Kingman, D.** (2012). Economic Impact of Agricultural Mechanics Competition Projects in Texas and Factors that Predict Chapter Investment Value. American Association of Agricultural Education, Asheville, NC, Accepted.
 - v. **Lewis, L. J., Rayfield, J., & Moore, L.** (2012). An assessment of students' perceptions toward factors influencing supervised agricultural experience participation. American Association of Agricultural Education, Asheville, NC, Accepted.
 - vi. **Lewis, L. J., Rayfield, J., & Moore, L.** (2012). Supervised agricultural experience: An examination of student knowledge and participation. American Association of Agricultural Education, Asheville, NC, Accepted.
 - vii. **Lawrence, S., Moore, L.L., Rayfield, J. & Outley, C.** (2012) An Analysis of FFA Chapter Demographics as Compared to Schools and Communities. American Association of Agricultural Education, Asheville, NC, Accepted.
 - viii. **McKim, B. R.,** Lawver, R. G., Enns, K., Smith, A. R., & Aschenbrener, M. (2012). Toward a framework for effective teaching in extension education: A multi-state factor-analytic and psychometric analysis of effective teaching.
 - ix. Lawver, R. G., **McKim, B. R.,** Smith, A. R., Aschenbrener, M., & Enns, K. (2012). Toward a framework for effective teaching in agricultural education: A multi-state factor-analytic and psychometric analysis of effective teaching.
- d. 2012 NACTA
 - i. **Leggette, H., Rutherford, T, & Redwine, T.** (2012, June). Applying the modified social technographic ladder to education in agriculture. Paper to be presented at the 2012 NACTA/DOCE Conference, River Falls, WI
 - ii. **Redwine, T., Dr. Tracy Rutherford, Holli Leggette, Annie Specht, Caroline Black,** (2012, June). Effects of a workshop on adult agricultural leaders' perceptions of communication skills: A case study. Poster to be presented at the 2012 NACTA/DOCE Conference, River Falls, WI
 - iii. **Rutherford, T., Leggette, H., Murphrey, T., Doerfert, D., Witt, C., Edgar, L., & Edgar, D.** (2012, June). My Second Life: Lessons learned from the front line. Paper to be presented at the 2012 NACTA/DOCE Conference, River Falls, WI
5. Grant Management 101 (should provide 3 out of 4 of these to the Department - meaning faculty become managers or facilitators of the grants)
 - a. Salary Savings (100% to Department [50% - department] and PIs [50%] - restricted discretionary)
 - b. Indirect (40% to be split 60/40 between Department and PIs - discretionary)
 - c. Personnel (project director, support staff, GTAs, etc.)
 - d. Operations (e.g., travel, supplies, copying, printing, etc.)
 - e. Grants submitted:
 - i. Murphrey and Odom - ADVANCE grant. A Virtual Experts Presentation Series: Women Role Models in Agricultural Leadership, Education, and Communications
6. Dutch treat lunch with Dr. E. -
 - a. Sign up with Debbie King and leave a contact number (for rescheduling): April 26; May 1, 2, 8, 9, 10, 11, 14.



Texas AgriLife Research
Human Resources Office
TAMU 2162
College Station, TX 77843-2162

April 15, 2011

Insurance Premiums for Summer 2011

The employee out-of-pocket portion of your monthly insurance premiums totaling \$297.59 is paid through payroll deduction. An appointment of less than twelve months is treated as a nine month appointment for purposes of insurance premium payroll deductions. You are receiving this notification because you are currently budgeted for less than twelve months. Therefore summer premiums will be deducted from your May earnings (paid on June 1 for monthly-paid employees and paid on May 6 & 20 for biweekly-paid employees.) The state group insurance premium contribution will continue during the summer months in most cases. If you do not plan to return for the fall semester, please contact your department Human Resources liaison.

Any medical, dental, vision, or AD&D premiums you pay out-of-pocket will be taken from your pay on a pre-tax basis.

A total of \$1190.36, representing the employee out-of-pocket portion of the monthly insurance premiums for May, June, July, and August will be deducted from your May 2011 earnings. The amount is calculated as follows:

| | | | | | | | | |
|----------------------|---|----------------------|---|------------------------|---|-------------|---|----------------------|
| Total Premium | - | Employer Pays | = | Monthly Premium | X | Four | = | May Deduction |
| \$966.02 | - | \$668.43 | = | \$297.59 | X | 4 | = | \$1190.36 |

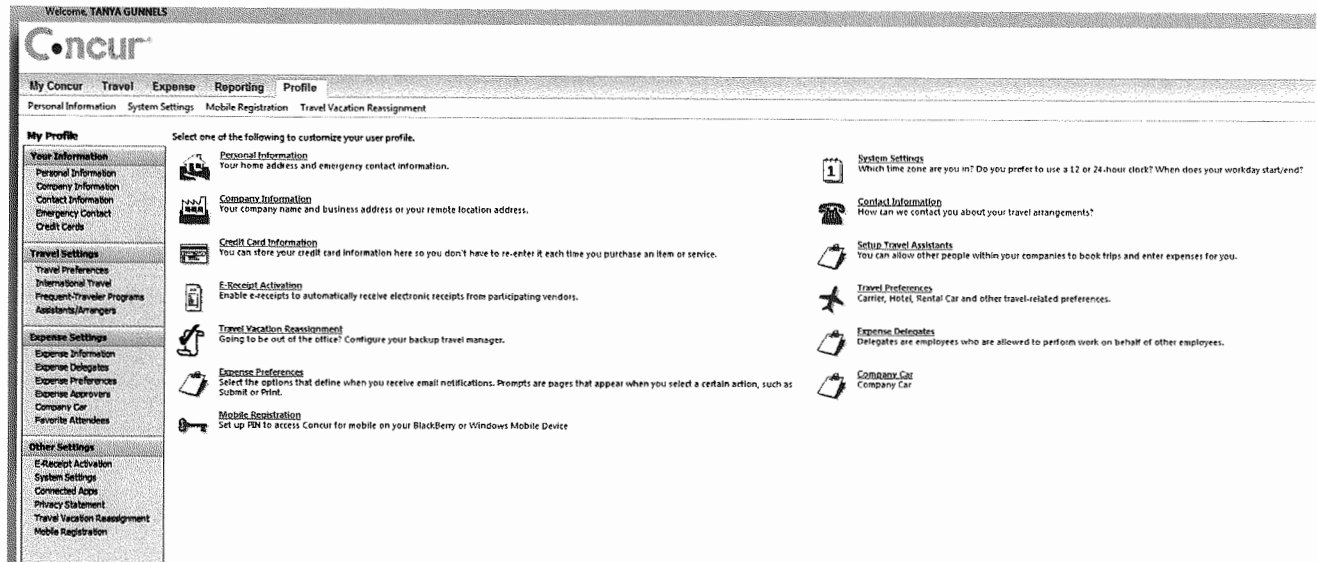
If you have any questions, or need further assistance, please contact Human Resources Office at (979) 845-2423.

Questions related to the duration of your appointment should be addressed directly with your immediate supervisor or your department/division business office.

HELPFUL TIPS FOR PROFILE AND PRE TRIP AUTHORIZATION

1. **First** set up your Profile (instructions handed out previously):

Your profile needs to be completed and assistants/delegates assigned as your first task in Concur. Click on the Profile Tab. Fill out the information in the Personal Information, Travel Settings and Expense Settings areas. *Make sure to record your name the same as on the id that you will use at the airport.*



Credit Cards: Add the credit cards you wish to use for your travel. **Note:** For the address for your new Individually Named/Agency Paid card, use the address that was on the paperwork that was with the card when you received it. It was most likely 2116 TAMU, College Station, TX 77843-0001.

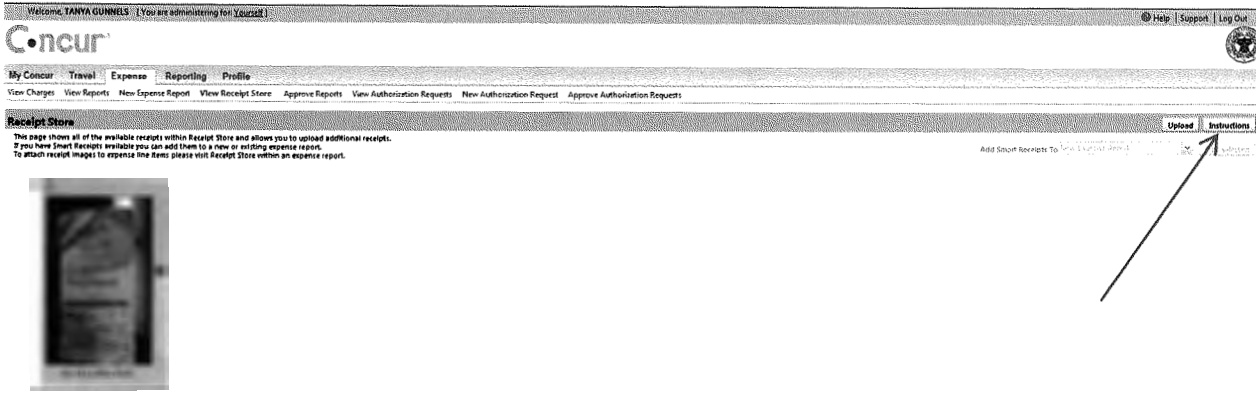
2. **Second**, Register your email with the Concur Receipt Store (see instructions).
3. **Third (optional)**, register your mobile/smart phone to able to upload receipts and use Concur from you mobile phone (see instructions).

Tips for Pre Trip Travel Authorization

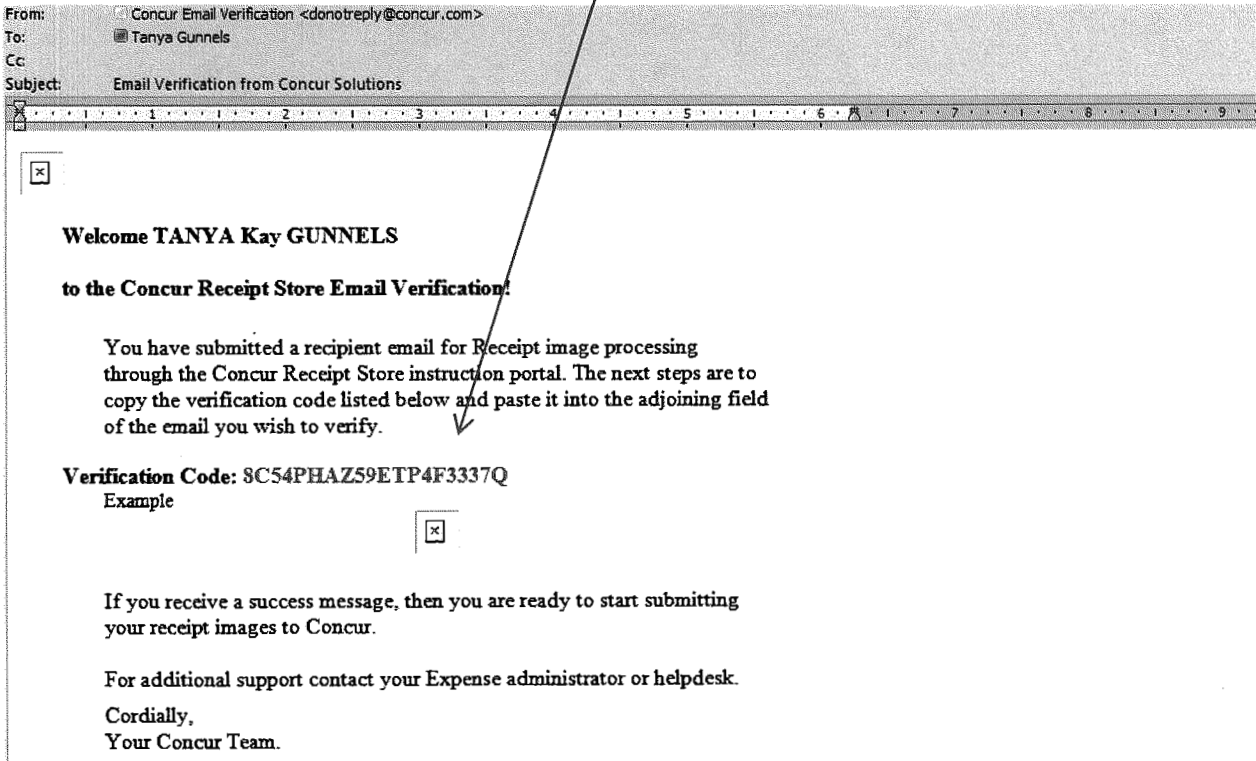
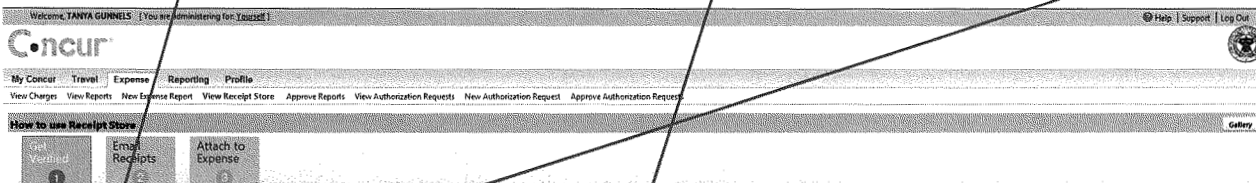
- Make sure you have an approved authorization to travel prior to making traveling or making travel reservations, paying registration, etc.
- From the Expense Tab in Concur choose "New Authorization Request"
- Put your travel estimate amount in the Notes section and put "0" in the travel category fields.
- For the Account Number, click on the Account field, change the search to "either," then type one of the following: 02 AGED, 06 AGED or 07 AGED depending on what funds you are travelling on. 02 Teaching, 06 Research, 07 Extension. That should populate the accounts for our department for you to choose the account you need.
- For the Purpose & Benefit field – please be sure to list a brief but detailed benefit statement (the purpose of the trip and how it benefits the department or grant, etc.)

Registering Email for the Receipt Store

- 1) Go into the Expense Tab in Concur, and then Choose "View Receipt Store" Then Click "Instructions"



- 2) Type in the email you want to use and submit. A verification code will be emailed to you. Put the code you receive in the Code box and Verify. Once completed you are ready to receive receipts.



E- Receipt Activation

While in the Profile Tab view, click "E-Receipt Activation" under "Other Settings" on the left sidebar menu.

Welcome, TANYA GUNNELS

My Concur Travel Expense Reporting Profile

Personal Information System Settings Mobile Registration Travel Vacation Reassignment

My Profile Select one of the following to customize your user profile.

- Your Information**
 - Personal Information: Your home address and emergency contact information.
 - Company Information: Your company name and business address or your remote location address.
 - Credit Card Information: You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.
- Travel Settings**
 - Travel Preferences
 - International Travel
 - Frequent-Traveler Programs
 - Assistants/Arrangers
- Expense Settings**
 - Expense Information
 - Expense Delegates
 - Expense Preferences
 - Expense Approvers
 - Company Car
 - Favorite Attendees
- Other Settings**
 - E-Receipt Activation**
 - System Settings
 - Connected Apps
 - Privacy Statement
 - Travel Vacation Reassignment
 - Mobile Registration

System Settings Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Contact Information How can we contact you about your travel arrangements?

Setup Travel Assistants You can allow other people within your companies to book trips and enter expenses for you.

Travel Preferences Carrier, Hotel, Rental Car and other travel-related preferences.

Expense Delegates Delegates are employees who are allowed to perform work on behalf of other employees.

Company Car Company Car

Mobile Registration Set up PIN to access Concur for mobile on your BlackBerry or Windows Mobile Device

Then click "E-Receipt" activation.

My Concur Travel Expense Profile

Personal Information System Settings Mobile Registration Travel Vacation Reassignment

Your Information

Enable the automatic collection of electronic receipts and folio data, or "e-receipts", from participating suppliers!

Click here to enable the automatic collection of electronic receipts and folio data, or "e-receipts", from participating suppliers!

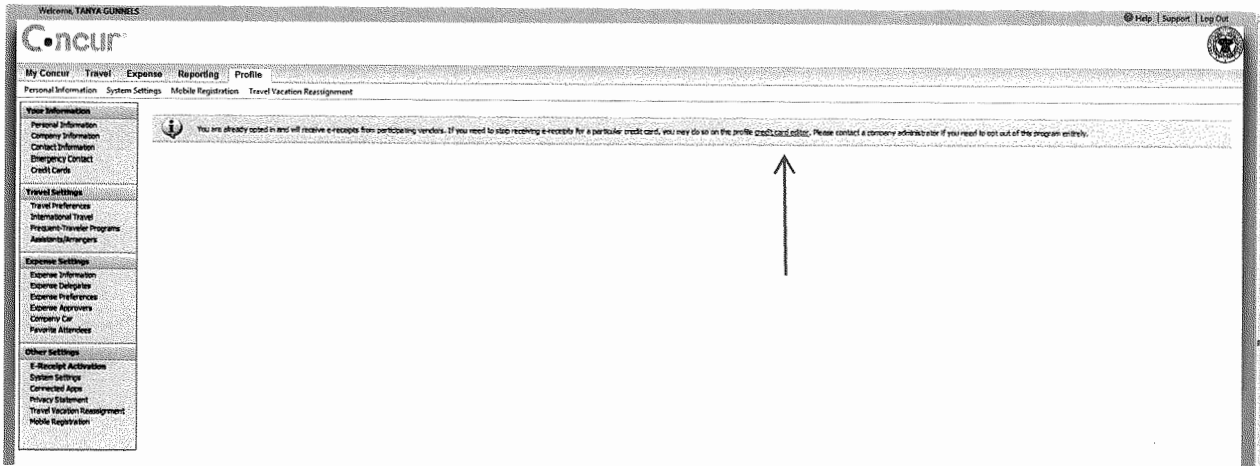
E-Receipt Activation

Once you complete the **E-Receipt activation**, the e-receipts generated by your transaction with a participating supplier will be automatically collected and matched with your itineraries and expense reports. You can access and print these e-receipts at any time from your Trip Library. If your company uses Expense, then your e-receipts will be automatically matched with your itineraries and expense reports, as applicable, so you can avoid keying in folio data and submitting paper receipts for your expense reports. Participating suppliers of our e-receipt program are identified by our icon during the online booking process:

View sample e-receipts: [Car](#) [Hotel](#) [Taxi](#)

Editing the Credit Cards Attached to E-Receipts

While in the Profile Tab view, click “E-Receipt Activation” under “Other Settings” on the left sidebar menu. Below is the screen you will see. Then Click “credit card editor”.



It will then take you to the credit cards you listed when setting up your profile. Click on the pencil graphic of the credit card you want to edit.



It will take you to your credit card info where you can change the E-Receipt option for the card.

The screenshot shows the 'Edit Credit Card' form in a browser window. The form includes the following fields and options:

- Display Name (e.g., My Corporate Card):** 555 AG EXT AGENCY TRAVEL
- Your name as it appears on this card:** TANYA K GUNNELS
- Card Type:** MasterCard
- Credit Card Number:** XXXX-XXXX-XXXX-9614
- Expiration Date:** 7 / 2015
- Use this card as the default card for:** Plane Tickets, Rail Tickets, Car Rentals, Hotel Reservations, Taxi
- Receive e-receipts for this card:** (An arrow points to this checkbox from the right.)

Below the form, there is a section for the billing address:

- Street:** 2116 TAMU 600 John Kimbrough Blvd., Rm. 252 AGLS Bldg. (Use this address: Home Address)
- City:** College Station
- State:** Texas
- Zip/Postal Code:** 77843-2116
- Country:** United States of America

At the bottom of the form are three buttons: Save, Reset, and Cancel.

Mobile Phone

The first step is setting up your mobile pin. Go to Profile Tab view and choose “Mobile Registration” from the left side bar menu under “Other Settings.”

My Concur | Travel | Expense | Reporting | Profile

Personal Information | System Settings | Mobile Registration | Travel Vacation Reassignment

My Profile

You've been designated as an assistant for one or more people. If you'd like to edit their profiles instead of yours, select a name from the list to the right. **Me**

Welcome To Concur for Mobile

Set PIN

To log in to Concur on your mobile device, you must enter your User Name and a Mobile PIN. Your User Name is 301003995@TAMUS.EDU. If you have not yet set up or need to change a PIN, enter a PIN which can include letters, numbers, and special characters such as !, # or @ but no spaces in the fields below.

User Name: Tanya Gunnells
Mobile PIN: Verify Mobile PIN

Concur for mobile is available on Blackberry, iPhone and Android devices!

Blackberry users, your company may have pre-installed Concur for mobile. If so, you will see the Concur icon on your phone. You can also download Concur for mobile by going to http://mobile.ola.concur.com/clients/mobile_apps from your device web browser.

Mobile Email:

Learn more...

Available on the App Store

ANDROID market

Android users, scan the barcode with your android device to get Concur for mobile from the Android Market.

Learn more...

Then follow the directions applicable to the phone you have. Concur will work with Blackberry, iphone & Android.

Using the iphone:

Download the Concur App. It will ask for your id and the mobile pin that you set. Enter and then it will authenticate and you will be ready to go.

Uploading receipts using the Mobile Concur with the iphone camera:

1. Choose “Quick Expense” from the Concur menu on your iphone.
2. Choose “Receipt.”
3. Then choose “Attach Receipt.”
4. Choose “Attach via Camera”
5. Take a picture of your receipt
6. You then have the option to retake or move and scale to fit in the frame or retake if you need to.
7. Then hit “Use”
8. Fill in the fields and hit “Save” This uploads to Concur and it is now available in your Receipt Store and ready for when you file your expense report. Below is how it looks in your receipt store.

Welcome, TANYA GUNNELLS [You are administering for Youstad]

Help | Support | Log Out

Concur

My Concur | Travel | Expense | Reporting | Profile

View Charges | View Reports | New Expense Report | View Receipt Store | Approve Reports | View Authorization Requests | New Authorization Request | Approve Authorization Requests

Receipt Store

This page shows all of the available receipts within Receipt Store and allows you to upload additional receipts. If you have Smart Receipts available you can add them to a new or existing expense report. To attach receipt images to expense line items please visit Receipt Store within an expense report.

Upload Instructions

ADD Smart Receipts To This Expense Report

Learn More